

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 20, 2007**

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:30 p.m. by Laura Slivinski, board secretary. Linda McNamara was designated secretary pro tem.

II. Roll Call

Present:

Karen Hannah

Laura Slivinski

Michael Belica

Linda McNamara

Absent:

Carol Tenyak-O'Connor

Robert Brown

Matthew Suddarth, Library Director

Also present: Cindy Keck, Roy Groesbeck, Ida Lee

III. Approval of Agenda

On a motion made and seconded, the trustees unanimously approved the agenda.

IV. Swearing in of new trustee

Laura Slivinski administered the oath of office to Cindy Keck.

V. Consent Agenda

After removing the June 13, 2007 minutes and two questions about the financial report, on a motion made and seconded, the trustees approved the consent agenda. The June 13, 2007 minutes will be reviewed at the September 12, 2007 meeting.

Ayes: Laura Slivinski
 Linda McNamara

 Karen Hannah

 Cindy Keck

Nays: None

Abstaining: Michael Belica

VI. Communication and Correspondence

Matthew Suddarth reported the following:

A. We have received several positive notes from patrons about our summer programs.

B. The DuPage Library System scholarship dinner will be held Friday, September 28 at the Carlisle in Lombard. Each library is encouraged to assemble a "gift basket" for a silent auction. Proceeds from the auction will help support the DLS

scholarship fund. Roy Groesbeck donated a gift certificate to Red Lobster in the amount of \$25.00.

- C. The library received a letter from attorney Roger Ritzman explaining the new law regarding hiring of architectural firms.
- D. The DLS board election is coming soon. If anyone would like to nominate someone for office, there is still time.
- E. There were several legislative items of note.
- F. There were several articles regarding events happening in other libraries.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance

- 1. Roy Groesbeck of Mueller & Co., LLP presented the audit. On a motion made and seconded, the trustees unanimously accepted the audit as presented.
- 2. The 2007 tax levy was introduced.

B. Administration & Personnel

No report.

IX. Library Director's Report

Matthew Suddarth reported the following:

- A. The air conditioning was out while a new motor was installed on one of the units. Additionally, a drain needs repair on unit over the circulation area.
- B. The book from the statue of the children that sits outside the main entrance has been stolen. The police were notified as were the insurance company and we are working to secure a replacement.
- C. Several trees were removed from the area at the north end of the building near the parking lot.
- D. The library will be holding a staff in-service day with the West Chicago and Warrenville libraries on Friday, October 19, 2007.
- E. Various meetings attended.
- F. Leslie Brittain has been working on having the library join "AskAway Illinois," a cooperative virtual reference project.

X. Old Business

- A. Library walk through – this will be discussed at the September meeting.
- B. Facility plan committee – Carol Tenyak-O'Connor is working on this and it will be discussed at the September meeting.
- C. Board value statement – Robert Brown is working on this and it will be discussed at the September meeting.
- D. Mission statement – Carol Tenyak-O'Connor and Laura Slivinski will be working on this and it will be discussed at the September meeting.

XI. New Business

A. Policies

1. Bloodborne pathogens – no changes made.
 2. Collection development – the board would like to revise the form they fill out when a patron challenges an item. Matthew Suddarth is still working on this and hopes to have something at the September meeting.
 3. Reference – no changes made.
- B. Staff in-service – on a motion made and seconded, the board approved closing the library on Friday, October 19, 2007 in order for the staff to attend an in-service program at the West Chicago Public Library.

Ayes: Michael Belica
Karen Hannah
Cindy Keck
Laura Slivinski

Nays: None

Abstaining: Linda McNamara

Linda McNamara moved that the board meet with the staff on Friday, October 19, 2007. Laura Slivinski seconded the motion. After discussing the motion, it failed by a unanimous vote.

- C. The board reviewed the chapter titled, “Physical Facilities” in *Serving our Public: Standards for Illinois Libraries*.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:07 p.m. The next meeting of the board is scheduled for Wednesday, September 12, 2007 at 7:30 p.m.

Respectfully submitted,
Linda McNamara, secretary pro tem